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D 1017 C 1120-0

25X1

30 July 1986

MEMORANDUM FOR: Director of Training and Education

25X1

FROM:

25X1

SUBJECT:

Leave Without Pay -

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REFERENCE:

Memo for OP [redacted], dtd  
18 July 1986, Subj: Status Change

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1. [redacted] is a GS-06 Contract Employee assigned to [redacted], Office of Training and Education. On 20 July 1986, she departed [redacted] to accompany her husband to his new duty station at Headquarters.

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2. The Office of Security has offered [redacted] Staff employment as a Security Officer Trainee and plans to convert her from Contract to Staff status sometime in September. It is therefore requested you approve her request for leave without pay from 21 July through 30 September 1986. It is also requested that her annual and sick leave be held until the conversion has been completed.

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Attachment:  
Reference

APPROVED:

25X1

18 AUG 1986

Director of Training and Education

Date

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**Page Denied**

18 July 1986

25X1 TO: Office of Personnel [REDACTED]  
25X1 FROM: [REDACTED]  
OTD Training Assistant  
SUBJECT: Status Change

I hereby request that effective 21 July 1986 I be placed in a Leave Without Pay Status until my employment with the Office of Security at Headquarters commences in September. You will be notified of the date by Security Personnel.

I also request that my annual and sick leave be held until further notice. Thank you

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